

POLICY ON ABSENCES/TARDIES

DEFENDANT'S
EXHIBIT

NAME: Carlo Young

DATE OF NOTICE: 13 Jan 94

9 2/27/03
Young

Since July 1, 1993 you have been absent/tardy and accumulated these points -9.

Enforcement of the facility personnel policy on absenteeism/tardies results in the following disciplinary action.

9 points absences/tardies result in a Verbal Warning.

12 points absences/tardies will result in a First Written Warning.

16 points absences/tardies will result in a Final Warning.

20 points absences/tardies will result in Termination.

Sean D. Mathias
Department Manager

Employee

An Cox
Administrator